

III-E Executive And Timesheet Reporting

EXECUTIVE REPORTS

The primary function of the Executive reports is to provide managers with summary level financial information. These reports summarize the Operating File information at the highest level of organization or program structure; display titles instead of codes for object of expenditures; and display financial data in whole dollar amounts.

TIMESHEET CREATION AND PRINTING

The primary function of the Timesheet Creation and Printing reports is to allow departments to develop a timesheet format similar to the TS Entry screen to make the key entry process easier, print specific information on department designed timesheets each month, and identify missing timesheets prior to the Labor Distribution process.

Timesheet Creation and Printing is discussed in detail in Volume 2, Chapter VI-4, Labor Distribution-Timesheets.

EXHIBIT III-E01

REPORT NAME:	Organization Executive Report	REPORT NO:	CSTARE01
PURPOSE:	Provides managers with summary level organizational information on the agency's budget plans and related expenditures, obligations and encumbrances.		
DESCRIPTION:	Summarizes information from the Operating File by Section and Object of Expenditure.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM, PY or 01 through 13 P: C=Current Fiscal Year; P=Prior Fiscal Years; Blank=All Fiscal Years			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>
0-No Organization	Not Applicable	1-Category	Not Applicable
1-Section		2-Object	
Fund Selection: Not applicable			
General Ledger Account Number (GLAN) Selection: Applies to Encumbrances/Allocated Encumbrances/Obligations Column only. If GL 6150 is selected, the column title changes to "Obligations/Encumbrances". Blank = Includes Allocated Encumbrances 6150 = Excludes Allocated Encumbrances			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media except M1 (Microfiche). See Special Notes for additional information.			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM, PY, 01 through 13 P: Blank only Level of Detail: All options available GLAN Selection: Blank only			
FINANCIAL ELEMENTS:			
Budget Plan: GL=6210. Displays the budget plan. Normal balance is a Debit.			
Expenditures: GL=9000, 9812, 9822 and 9844. There are two expenditure balances displayed:			
<ul style="list-style-type: none"> • Current Month: The amount of expenditure activity that occurred during the month being reported. • Year-to-Date: The cumulative-to-date amount of expenditures incurred through the end of the period being reported. 			
Normal balance is a Debit.			

EXHIBIT III-E01 (Continued)

REPORT NAME: Organization Executive Report	REPORT NO: CSTARE01																
<p>FINANCIAL ELEMENTS (Continued):</p> <p>Encumbrances/Allocated Encumbrances/Obligations: GL=6150, 6151, 6160 and 6170. The total outstanding balance for obligations, monthly allocated encumbrances and encumbrances that have been committed, but not paid. Normal balance is a Debit.</p> <p>Available Balance: Calculated as Budget Plan less Expenditures: Year-to-Date less Encumbrances/Allocated Encumbrances/Obligations. Normal balance is a Debit.</p>																	
<p>SPECIAL NOTES:</p> <p>If requested with Index Level of Detail of 0 (No Organization) the agency (department, board, commission, etc.) title appears. If requested with Index Level of Detail of 1 (Section), the report displays the Section title in the heading. If Section is 00, "Title Not Found" appears.</p> <p>The Category/Object column title reflects the level requested. UCM titles are displayed; codes are not displayed.</p> <p>Budget Plans entered without Index are displayed separately from expenditures entered with Index.</p> <p>All financial amounts are in whole dollars. Variations in totals may occur due to rounding.</p> <p>A PY report does not have data in the Current Month expenditure column.</p> <p>A FM 13 report shows only FM 13 data in the Current Month expenditure column.</p> <p>The last report line on each page provides standard report selection information: name of report, organization level requested (Organization or Section), run date and run time. This is usually the first line on other CALSTARS standard reports.</p> <p>Destination Options:</p> <p style="padding-left: 40px;">Executive-series reports are not available on Microfiche.</p> <p style="padding-left: 40px;">When destination A1 is selected, the report is routed to the BPRT ROPES group. The report remains in this print queue until the printer is manually started.</p>																	
<p>REPORT SORT:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">DATA FIELD</th> <th style="text-align: center;">SELECTION OPTIONS</th> <th style="text-align: center;">PAGE-BREAK</th> <th style="text-align: center;">SUB-TOTAL</th> </tr> </thead> <tbody> <tr> <td>FFY</td> <td>None</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>Section</td> <td>Level of Detail: I</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td>Category</td> <td>Level of Detail: O/S</td> <td style="text-align: center;">No</td> <td style="text-align: center;">Yes, on Category</td> </tr> </tbody> </table>		DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL	FFY	None	Yes	No	Section	Level of Detail: I	Yes	Yes	Category	Level of Detail: O/S	No	Yes, on Category
DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL														
FFY	None	Yes	No														
Section	Level of Detail: I	Yes	Yes														
Category	Level of Detail: O/S	No	Yes, on Category														

EXHIBIT III-E01 (Continued)

DEPARTMENT OF AIR QUALITY (9990)
 ORGANIZATION EXECUTIVE REPORT
 FOR THE ADMINISTRATION ORGANIZATION
 FOR MONTH ENDING FEBRUARY 2006 FOR FISCAL YEAR 2005

OBJECT OF EXPENDITURE	BUDGET PLANS	EXPENDITURES		ENCUMBRANCES	AVAILABLE
		CURRENT MONTH	YEAR TO DATE	ALLOC ENC/OBLIG	BALANCE
SALARIES AND WAGES	\$ 2,189,726	\$ 164,418	\$ 1,352,195		\$ 837,531
STAFF BENEFITS	820,808	58,679	466,215		354,593
SALARY SAVINGS	111,201-				111,201-
TOTAL PERSONAL SERVICES	\$ 2,899,333	\$ 223,097	\$ 1,818,410		\$ 1,080,923
GENERAL EXPENSE	\$ 236,024	\$ 1,805	\$ 30,405	\$ 8,375	\$ 197,244
PRINTING	75,000	1,726	14,880	4,622	55,498
COMMUNICATIONS	76,000	2,773	20,897		55,103
POSTAGE	66,000		3,518		62,482
TRAVEL: IN-STATE	16,000	1,936	9,026		6,974
TRAVEL: OUT-OF-STATE	6,500		200		6,300
TRAINING	26,000		418	4,998	20,584
FACILITIES OPERATION	516,000	23,320	210,214	1,800	303,987
CONS/PROF SERV-INTERDEPT	74,000	767	8,803	11,291	53,906
CONS/PROF SERV-EXTERNAL	10,000	5,471	7,031	2,862	107
DEPARTMENTAL SERVICES	4,151,857-				4,151,857-
DATA PROCESSING	131,000	6,288	63,750	42,237	25,013
EQUIPMENT	20,000		2,572		17,428
TOTAL OPERATING EXP & EQPT	\$ 2,899,333-	\$ 44,086	\$ 371,714	\$ 76,185	\$ 3,347,231-
TAXES & ASSESSMENTS			\$ 332		\$ 332-
TOTAL SPECIAL ITEMS OF EXP			\$ 332		\$ 332-
TOTAL ADMINISTRATION ORGANIZATION	\$ 0	\$ 267,183	\$ 2,190,456	\$ 76,185	\$ 2,266,640-

CALSTARS EXECUTIVE SERIES CSTARE01 SECTION

PAGE 25

RUN DATE: 03/29/06 TIME: 06.00.00

EXHIBIT III-E02

REPORT NAME:	Program Executive Report	REPORT NO:	CSTARE02
PURPOSE:	Provides managers with summary level programmatic information on the agency's budget plans and related expenditures, obligations and encumbrances.		
DESCRIPTION:	Summarizes information from the Operating File by Program and Object of Expenditure.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM, PM, PY or 01 through 13			
P: C=Current Fiscal Year; P=Prior Fiscal Years; Blank=All Fiscal Years			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>
Not Applicable	0-No Program 1-Program	1-Category 2-Object	Not Applicable
Fund Selection: Not applicable			
GLAN Selection: Applies to Encumbrances/Allocated Encumbrances/Obligations Column only. If GL 6150 is selected, the column title changes to "Obligations/Encumbrances".			
Blank = Includes Allocated Encumbrances			
6150 = Excludes Allocated Encumbrances			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media except M1 (Microfiche). See Special Notes for additional information.			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM, PY, 01 through 13			
P: Blank only			
Level of Detail: All options available			
GLAN Selection: Blank only			
FINANCIAL ELEMENTS:			
Budget Plan: GL=6210. Displays the budget plan. Normal balance is a Debit.			
Expenditures: GL=9000, 9812, 9822 and 9844. There are two expenditure balances displayed:			
<ul style="list-style-type: none"> Current Month: The amount of expenditure activity that occurred during the month being reported. Year-to-Date: The cumulative-to-date amount of expenditures incurred through the end of the period being reported. 			
Normal balance is a Debit.			

EXHIBIT III-E02 (Continued)

REPORT NAME: Program Executive Report	REPORT NO: CSTARE02																
<p>FINANCIAL ELEMENTS (Continued):</p> <p>Encumbrances/Allocated Encumbrances/Obligations: GL=6150, 6151, 6160 and 6170. The total outstanding balance for obligations, monthly allocated encumbrances and encumbrances that have been committed, but not paid. Normal balance is a Debit.</p> <p>Available Balance: Calculated as Budget Plans less Expenditures: Year-to-Date less Encumbrances/Allocated Encumbrances/Obligations. Normal balance is a Debit.</p>																	
<p>SPECIAL NOTES:</p> <p>If requested with Program Level of Detail of 0 (No Program) the agency (department, board, commission, etc.) title appears. If requested with Program Level of Detail of 1 (Program), the report displays the Program title in the heading. If Program is 00, "Title Not Found" appears.</p> <p>The Category/Object column title reflects the level requested. UCM titles are displayed; codes are not displayed.</p> <p>Budget Plans entered without a PCA are displayed separately from expenditures entered with a PCA.</p> <p>All financial amounts are in whole dollars. Variations in totals may occur due to rounding.</p> <p>A PY report does not have data in the Current Month expenditure column.</p> <p>A FM 13 report shows only FM 13 data in the Current Month expenditure column.</p> <p>The last report line on each page provides standard report selection information: name of report, program level requested (No Program or Program), run date and run time. This is usually the first line on other CALSTARS standard reports.</p> <p>Destination Options:</p> <p style="padding-left: 40px;">Executive-series reports are not available on Microfiche.</p> <p style="padding-left: 40px;">When destination A1 is selected, the report is routed to the BPRT ROPES group. The report remains in this print queue until the printer is manually started.</p>																	
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DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL														
FFY	None	Yes	No														
Program	Level of Detail: P	Yes	Yes														
Category	Level of Detail: O/S	No	Yes, on Category														

EXHIBIT III-E02 (Continued)

DEPARTMENT OF AIR QUALITY (9990)
PROGRAM EXECUTIVE REPORT
FOR THE ADMINISTRATION
FOR MONTH ENDING FEBRUARY 2006 FOR FISCAL YEAR 2005

OBJECT OF EXPENDITURE	BUDGET PLANS	E X P E N D I T U R E S		ENCUMBRANCES	AVAILABLE
		CURRENT MONTH	YEAR TO DATE	ALLOC ENC/OBLIG	BALANCE
SALARIES AND WAGES	\$ 2,189,726	\$ 164,418	\$ 1,352,195		\$ 837,531
STAFF BENEFITS	820,808	58,679	466,215		354,593
SALARY SAVINGS	111,201-				111,201-
TOTAL PERSONAL SERVICES	\$ 2,899,333	\$ 223,097	\$ 1,818,410		\$ 1,080,923
GENERAL EXPENSE	\$ 236,024	\$ 1,805	\$ 30,405	\$ 8,375	\$ 197,244
PRINTING	75,000	1,726	14,880	4,622	55,498
COMMUNICATIONS	76,000	2,773	20,897		55,103
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TRAVEL: IN-STATE	16,000	1,936	9,026		6,974
TRAVEL: OUT-OF-STATE	6,500		200		6,300
TRAINING	26,000		418	4,998	20,584
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CONS/PROF SERV-INTERDEPT	74,000	767	8,803	11,291	53,906
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EQUIPMENT	20,000		2,572		17,428
TOTAL OPERATING EXP & EQPT	\$ 2,899,333-	\$ 44,086	\$ 371,714	\$ 76,185	\$ 3,347,231-
TAXES & ASSESSMENTS			\$ 332		\$ 332-
TOTAL SPECIAL ITEMS OF EXP	\$		\$ 332		\$ 332-
INTERNAL COST RECVRY		\$ 267,182-	\$ 2,190,458-	\$ 76,184-	\$ 2,266,642
TOTAL INTERNAL COST RECVRY	\$	\$ 267,182-	\$ 2,190,458-	\$ 76,184-	\$ 2,266,642
TOTAL ADMINISTRATION	\$ 0	\$ 1	\$ 2-	\$ 1	\$ 2

EXHIBIT III-ET1

REPORT NAME:	Timesheet Exception Report	REPORT NO:	CSTARET1
PURPOSE:	Used to identify missing timesheets prior to the Labor Distribution process.		
DESCRIPTION:	The ET1 Report displays a listing of missing timesheets.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM:	PM		
P:	Not applicable		
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>
Not applicable	0-Standard employee information	Not applicable	Not Applicable
	1-Standard employee information and EM Home Base account information		
Fund Selection: Not applicable			
GLAN Selection: Not applicable			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: Not applicable			
FINANCIAL ELEMENTS: Not applicable			
SPECIAL NOTES:			
<p>If Program (P) Indicator 0 is selected the detailed print information displays standard employee information; e.g., Position (if used), Employee Number, Employee Name, etc.</p> <p>If Program (P) Indicator 1 is selected the detailed print information displays standard employee information and EM Home Base account information (from EM Table).</p> <p>Edits are performed based upon two indicators in the EM Table, the Timesheet Indicator and the Workweek Indicator. If an edit fails, e.g., missing timesheets for employees who are on a positive time reporting basis (timesheet required), an exception message is displayed on the ET1.</p>			

EXHIBIT III-ET1 (Continued)

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CSTARET1 9900 (DEST: A1 CTP2) PM, ,0,0,0,0,          ,          ,          ,          ,          ,          ,          ***** RUN:05/10/07 TIME:11.31
FISCAL MONTH: 10 APRIL                               *****
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DEPARTMENT OF AIR QUALITY
TIME SHEET EXCEPTION REPORT
FOR THE MONTH OF APRIL - MONTHLY HOURS 168

PAGE 1

EM	INDX	POSITION	EMP NUMBER	NAME	TS	WW	TIMESHEET	REG	HOURS	MESSAGES
			001-01-0002	EMPLOYEE, ARNIE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0003	EMPLOYEE, ARNNIE	Y	N				OT CANT BE DISTRIBUTED-NO REGULAR HOURS
			001-01-0005	TESTING	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0011	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0012	WORKER, ABLE	Y	Y				TS HOURS NOT EQUAL NORMAL MONTH HOURS
			001-01-0013	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0014	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0016	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0017	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0018	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0019	A	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0020	UPLOAD INDEX CHANGE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0025	PERSON, ANNIE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0026	PERSON, ERNEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0064	EMPLOYEE, INDIVIDUAL	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0068	EMPLOYEE, DIFFERENT	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0069	EMPLOYEE, DIFFERENT	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0070	CHECK DEFAULT	Y	Y				REQUIRED TIME SHEET NOT FOUND
	001-006			TEST GROUP 6	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-001			GROUP 123 001 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-002			GROUP 123 002 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-003			GROUP 123 003 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-004			GROUP 123 004 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-005			GROUP 123 005 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-006			GROUP 123 006 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-007			GROUP 123 007 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-008			GROUP 123 008 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-009			GROUP 123 009 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-010			GROUP 123 010 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-011			GROUP 123 011 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-012			GROUP 123 012 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-013			GROUP 123 013 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-014			GROUP 123 014 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-015			GROUP 123 015 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-016			GROUP 123 016 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-017			GROUP 123 017 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-018			GROUP 123 018 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-019			GROUP 123 019 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-020			GROUP 123 020 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-021			GROUP 123 021 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-022			GROUP 123 022 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-023			GROUP 123 023 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-025			GROUP 123 025 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-026			GROUP 123 026 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-123			JAMES BOGNET	Y	N				REQUIRED TIME SHEET NOT FOUND

EXHIBIT III-ET1 (Continued)

[illegible]

DEPARTMENT OF AIR QUALITY
TIME SHEET EXCEPTION REPORT
FOR THE MONTH OF APRIL - MONTHLY HOURS 168

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EM INDX	POSITION	EMP NUMBER	EMPLOYEE MASTER				TIMESHEET		MESSAGES	
			NAME			TS	WW	REG	HOURS	
			EMPLOYEE MASTER HOME BASE DISTRIBUTION							
			PERCENT	INDX	PCA	ACTY	PROJ/WP	LOC	MULTI PUR	
		001-01-0002	EMPLOYEE, ARNIE				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000		AAAA					
		001-01-0003	EMPLOYEE, ARNNIE				Y	N		OT CANT BE DISTRIBUTED-NO REGULAR HOURS
		001-01-0005	TESTING				Y	Y		REQUIRED TIME SHEET NOT FOUND
			0.2000	AAAA	AAAA					
		001-01-0011	EMPLOYEE, ABLE				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0012	WORKER, ABLE				Y	Y		TS HOURS NOT EQUAL NORMAL MONTH HOURS
		001-01-0013	EMPLOYEE, ABLE				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0014	EMPLOYEE, ABLE				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0016	EMPLOYEE, TEST				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0017	EMPLOYEE, TEST				Y	N		REQUIRED TIME SHEET NOT FOUND
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.2000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130	0001	AAAAAA	00	123456	MULTIPURPOSE
		001-01-0018	EMPLOYEE, TEST				Y	N		REQUIRED TIME SHEET NOT FOUND
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
			0.1000	AAAA	00130		AAAAAA	00	123456	MULTIPURPOSE
		001-01-0019	A				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0020	UPLOAD INDEX CHANGE				Y	N		REQUIRED TIME SHEET NOT FOUND
			0.5000	AAAA	AAAA					
			0.5000	AAAA	00001					
		001-01-0025	PERSON, ANNIE				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					
		001-01-0026	PERSON, ERNEST				Y	N		REQUIRED TIME SHEET NOT FOUND
			1.0000	AAAA	AAAA					

EXHIBIT III-ET2

REPORT NAME:	Timesheet Turnaround Documents	REPORT NO:	CSTARET2
PURPOSE:	To provide a timesheet with prefilled department information such as Org Code, Department Name, Division/Unit Name, Employee Name, Employee Number, Pay Period, etc.		
DESCRIPTION:	This feature allows departments to print prefilled information on the Standard CALSTARS timesheet (CALSTARS 42), before distributing the form to employees.		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: CM=Current calendar month, NM=Next calendar month			
P: Not applicable			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>
0-Employee Number	1-Print heading only.	0-Two digit pay period	Not Applicable
1-Last 4 digits of SSN (XXX-XX-1234)	2-Print heading and body except Location and Multi Purpose.	year 1-Four digit pay period year	
	3-Print heading and body including Location.		
	4-Print heading and body including Multi Purpose.		
Fund Selection: Not applicable			
GLAN Selection: Not applicable			
Additional Report Selection Options: Not applicable			
Destination Options: Agency print and data file only			
E1 (Electronic Storage) Report Request Options: Not applicable			
FINANCIAL ELEMENTS: Not applicable			

EXHIBIT III-ET2 (Continued)

REPORT NAME: Timesheet Turnaround Documents

REPORT NO: **CSTARET2****SPECIAL NOTES:**

If Program (P) option **1** is selected, only the heading is printed on the timesheet. The following table lists the fields on the print header and the source of the data displayed:

Data Name	Source of Data
Organization Code	Organization Code from signon
Organization Name	D01 Descriptor Table
Index	EM Table (code following the 'Name' field)
Index Name	Index Code Table
Employee or Group Name	EM Table
Position	EM Table
Employee Number	EM Table
Pay Period Year and Month	Based upon the fiscal month option in the report request
Class Title	EM Table
Work Week Group	EM Table
Monthly Salary Rate	EM Table
Pay Period Start and End Dates	D46 Descriptor Table (based on the fiscal month option in the report request)

If Program (P) option **2-4** is selected, both heading and body is printed on the timesheet. The following table lists the fields displayed in the body of the timesheet:

Data Name	Data Codes
Default code	1- Default to the Home Base accounts 0- Charge the timesheet accounts
Hour Type	Only the following hour types are pre-printed: 0009 – Regular 1008 – Overtime 2007 - Shift differential 3006 - Shift differential overtime
Index	Agency defined
PCA	Agency defined
PCA Activity	Agency defined
Agency Object	Agency defined
Project/Work Phase	Agency defined
Location (Option 3 only)	Agency defined
Multi Purpose(Option 4 only)	Agency defined

EXHIBIT III-ET2 (Continued)

REPORT NAME: Timesheet Turnaround Documents	REPORT NO: CSTARET2
SPECIAL NOTES (Continued): One page is printed for every EM Table record (each employee or group) that has a Time Sheet Flag Indicator of Y . A timesheet is also printed if a timesheet was keyed for an employee or group in the prior-prior month, even if the Time Sheet Flag Indicator is not Y . The preprinted timesheets are sorted by the Timesheet Index Code (from the EM Table), Position (if present) and Employee Number. A maximum of 10 lines of distribution classification per timesheet is printed. The distribution classification data is retrieved from the prior-prior month timesheet (if one is on file.) Prior to the printing of the employee timesheet data, ten sample timesheet test patterns are printed with X's in the ET2 Report heading to assist with the print alignment. The printer can be paused to adjust the alignment of the paper.	

EXHIBIT III-ET2 (Continued)

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Legend (not printed on ET2)

- First line - Organization Code, Organization Name, Index, Index Name
 - Second line - Employee/Group Name, Position, Employee Number, Pay Period Year and Month
 - Third line - Class Title, Work Week Group, Monthly Salary, Pay Period Start and End Dates
 - Next 10 lines - Default Code, Hour Type, Index, PCA, PCA Activity, Agency Object, Project/Work Phase, Multi Purpose
- NOTE:** On the Employee Timesheet Table Maintenance/Inquiry screen, the Default Code and Hour Type fields are reversed and the Location field is between the Work Phase and Multi Purpose fields.

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9990      DEPARTMENT OF AIR QUALITY
DOE, JOHN      123 456 7890 900 999-99-9999 08/07
                  080701      080730

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